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*This includes but is not limited to: typing of forms, administrative review, review by Counsel, obligation by Finance or Fiscal, security clearance, approval of use of alias, etc.

NOTE: 11 actual requisitions and 7 memos and letters were received during the week which will require a contract or other action by the Contract Negotiators. Since in many cases two or more of these documents may be consolidated into one action, these figures do not necessarily mean that 18 separate actions will be required. The figures above of contract action requests received, completed or pending are on this consolidated basis. The consolidations, cancellations, and transfers resulted in a net new contract action of 11. The number of contract documents remained the same at 101.

Requisitions and Memoranda:

Brought Forward:	101
Received	11
Completed	11
Pending	101

Requisitions Processed:

Under 30 days	1
30 - 60 days	5
Over 60 days	5
	11



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WEEKLY REPORT

29 October 1954

Period Covered 25 October 1954 through 29 October 1954

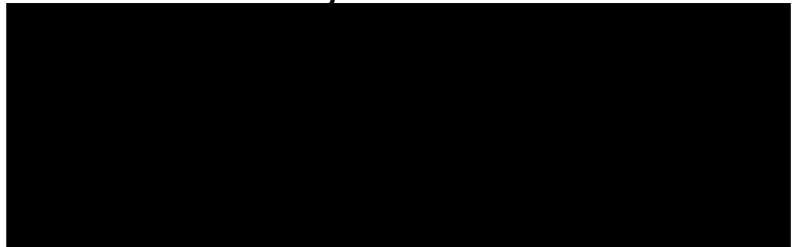
Status of Contracts Requiring Administrative Action, Contract
Administration Section, Contract Branch, PD/LO

Total Active Contracts Beginning of Period.....	443
New Contracts Added During Period.....	4
Total.....	447
Contracts Closed out During Period.....	1
Total Active Contracts End of Period.....	446

Of the above contracts, administrative action was required as follows:

1. Number of Contracts requiring administrative action which was not critical or urgent..... 98
 2. Number of Contracts requiring administrative action which was critical or urgent..... 2
 3. Number of Contracts on which no action was required...346
- Total Active Contracts.....446

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